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**Maintenance**

**MUNITIONS ACCOUNTABILITY  
PROCEDURES (PA)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements guidance set forth in Air Force Policy Directive 21-2, *Non-nuclear and Nuclear Munitions* and AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*. It provides unit commanders, munitions custodians and munitions users guidance and procedures for accountability, issue, turn-in, inventory, account validation, control and requirement for forecasting munitions obtained from Stock Record Account Number (SRAN) FV4610, 576th Flight Test Squadron, Munitions Flight (576 FLTS/TMW) and managed under the automated Combat Ammunition System-Base (CAS-B) computer. It applies to all 30th Space Wing units and tenant units provided munitions support from 576 FLTS/TMW. The Munitions Accountable Systems Officer (MASO) is the authority in the interpretation of all parts of this instruction.

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## 1. Responsibilities:

### 1.1. MASO will:

- 1.1.1. Ensure compliance with principles of supply discipline as outlined in AFI 23-111, *Management of Government Property in Possession of the Air Force*.
- 1.1.2. Manage all explosives and munitions to include those Commercial Off The Shelf (COTS) munitions approved and managed by OO-ALC/WM.
- 1.1.3. Ensure munitions are not released to agencies or individuals outside the Air Force without prior approval of MAJCOM or HQ USAF/ILMW.
- 1.1.4. Ensure commanders and custodians are briefed on their responsibilities for maintaining munitions custody accounts.
- 1.1.5. Ensure required munitions are on hand and within approved allocated quantities.
- 1.1.6. Provide technical assistance and guidance to custodians and munitions users.
- 1.1.7. Ensure munitions are issued to authorized individuals only.
- 1.1.8. Review time change requirements quarterly.

### 1.2. Organizational Commanders will:

- 1.2.1. Assume full responsibility for munitions items received by their organization. This responsibility includes maintaining an auditable record of receipts, expenditures, and turn-ins, as well as providing adequate storage (if authorized), proper security and custodial control.
- 1.2.2. Establish procedures for the collection and control of munitions containers, scrap and residue generated by their organization. Reference T.O. 11A-1-60, *Inspection Of Reusable Munitions Containers And Scrap Material Generated From Items Exposed To, Or Containing Explosives*.
- 1.2.3. Ensure personnel are aware of their individual responsibilities for the control and turn-in of munitions scrap and residue.
- 1.2.4. Ensure compliance with procedures contained within this guide.
- 1.2.5. Ensure streamlined routing process to facilitate time line requirements specified in **paragraph 3.4**.

### 1.3. Munitions Custodians will:

- 1.3.1. Manage their custody account according to this guide and applicable directives.
- 1.3.2. Keep the organization commander updated on the status of the account.
- 1.3.3. Maintain munitions in original packaging except for assets in ready use configuration. Retain all packaging until munitions are expended or turned in.
- 1.3.4. Account for and maintain all munitions/impulse cartridges loaded in or on aircraft/helicopter and related equipment.
- 1.3.5. Ensure control of munitions containers, scrap and residue.
- 1.3.6. Periodically coordinate with Munitions Inspection for the turn-in of scrap and residual material.

1.3.7. Ensure compliance with time line requirements specified in **paragraph 3.4.**

## **2. Establishment of a Munitions Custody Account:**

2.1. Prior to the release of any munitions items to an organization, a munitions custody account must be established. Procedures in AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*, Chapter 17 and the following actions are required to establish a munitions account:

2.1.1. The organizational commander will request in writing the assignment of an organizational account code from the MASO. The request will contain, as a minimum, the type of items required, authorizing directives, quantities and a request for courtesy storage and/or a copy of the Explosive Safety License, if required, to Munitions Operations. Munitions Operations will not maintain either courtesy storage agreement or copy of Explosive Safety License, items are for review purposes only.

2.1.2. AF Form 68, **Munitions Authorization Record**, must be prepared and submitted to the MASO for initial establishment of a custody account. Personnel listed on the AF Form 68 must receive a munitions custody account briefing and sign a memorandum of acknowledgment. Their signature on the memorandum certifies they are knowledgeable of the requirements for operation of a munitions account. The AF Form 68 must be reaccomplished annually. Failure to maintain certification will result in denial of authority to obtain or retain munitions.

2.1.3. Within 30 days of establishment of a new custody account, the MASO or designated representative will brief commanders, primary and alternate custodians, and certifying officials on their responsibilities for maintaining a custody account. Subsequent commanders and custodians will be briefed as changes occur. These briefings will be documented on a training memorandum and a copy provided to the primary custodian.

## **3. Custody Account Procedures:**

3.1. Munitions authorized for use are issued to organizations using custody account procedures. Authorized munitions include those required for base defense, security, alert or mobility, classroom training, aircrew training (AFI 36-2217, *Munitions Requirements for Aircrew Training*), installation in survival kits and others deemed appropriate by the MASO or MAJCOM. Secure facilities and adequate storage must be available.

3.2. As a minimum, the MASO and munitions account custodians must keep the following in their jacket files:

3.2.1. Copy of current AF Form 68.

3.2.2. Briefing memorandums.

3.2.3. Latest reconciled quarterly inventory Custody Account Listing (IS507A) signed by commander and account custodian. Copy of the Special Inventory count sheets (IS430A) signed by an account custodian and the person who assisted with the inventory. The MASO will review and sign all documentation pertaining to the inventory. Copies will be sent back to custodian for filing and retained until the next validated quarterly inventory.

3.2.4. Annual account review conducted by Munitions Operations personnel and the account custodian. Maintain the copy of the inventory Custody Account Listing (IS507A) signed by the commander and account custodian and a copy of the Special Inventory count sheets (IS430A) signed

by an account custodian and the Munitions Operations personnel who conducted the inventory. The MASO will review and sign all documentation pertaining to the inventory. Copies will be sent back to custodian for filing and retained until the next validated annual inventory.

3.2.5. Copy of the Annual Inventory Inspection Memorandum and, if required, the corrective action letter signed by the commander listing actions to be taken to correct inventory discrepancies.

3.2.6. Approved allocation document including any AF Form 1996, *Adjusted Stock Level* (if required).

3.2.7. Current forecast.

3.2.8. Expenditure log.

3.2.9. Custodians will keep copies of issues (IS517A), expenditures (IS723A) and turn-ins to include: Turn-in Custodian Assets (IS539A), Found on Base Turn-in (IS542A) and Expenditure Turn-in (IS541A) documents in their file until the next Quarterly Custodian Inventory. A copy of the Explosive Safety License (if required), Courtesy Storage Agreement Memorandum (if required) and supporting documentation including memorandums of authorization, instruction booklets, etc.

3.3. Courtesy stored and custody account munitions will be segregated from other assets e.g., base stock and War Reserve Material (WRM). Courtesy stored and custody account munitions will have a placard placed on them to distinguish them from other assets. Custodians and munitions storage personnel will ensure placards reflect, as a minimum, the following information:

3.3.1. Organization and supply point designation of the activity owning the munitions.

3.3.2. Name and phone number of the primary and alternate custodian.

3.3.3. Each container will have the following information stenciled on the outside: National Stock Number (NSN), Department of Defense Identification Code (DODIC), lot number, quantity and account number.

3.4. Munitions custody accounts must be inventoried quarterly by the primary or alternate custodian. Munitions Operations will provide Special Inventory count sheets (IS430A) for accomplishment of this inventory. The Special Inventory count sheets must be returned within 2 duty days of issue and reconciled in CAS-B by Munitions Operations personnel. Once account has been reconciled a new Custody Account Listing (IS507A) will be issued. The new Custody Account Listing must be signed by the account custodian and the commander and returned within 3 duty days of issue. The MASO will then sign the Custody Account Listing and file in the custody jacket file. A copy will be sent to custodian for filing in their jacket file.

3.5. The MASO or designated representative will conduct an inventory or inspection with the custodian at least annually. This inventory and inspection will be conducted concurrent to the custodian's quarterly inventory.

3.5.1. The results of the inventory and inspection will be documented on an inventory memorandum and briefed to the commander and account custodian. A copy will be filed in the custodian's jacket file until the next annual inventory.

3.5.2. Change of the primary custodian must be made at least 45 days prior to his or her departure. A change of custodian requires a 100 percent physical inventory of all assets. The losing and gaining custodians must be present during the inventory. The losing and gaining custodians will sign the Custody Account Listing and the Special Inventory count sheets. The account must be validated by the MASO. If the proper change over is not completed prior to the departure of the primary custodian, the organizational commander will sign for the departed primary account custodian. The commander will assume full responsibility for any discrepancies found during the change of custodian inventory and all discrepancies will be corrected before the new custodian accepts accountability.

3.6. Custodians are responsible for ensuring the Custody Account Listing reflects accurate locations for the assets issued to the account. The Munitions Inspection Element will assist with this requirement.

3.7. Lot number integrity and location is essential to a well-managed custody account. Once assets are issued to an account, munitions inspection personnel will enter an accurate location into the CAS-B system. Once assets are picked-up, Munitions Inspection will make location changes for assets stored outside of the munitions storage area.

3.8. If the custody account is not being managed or maintained in accordance with AFI 21-201, *Management and Maintenance of Non-nuclear Munitions* and this guide, the following procedures will be accomplished:

3.8.1. The using organization's commander or equivalent will be notified in writing and given the opportunity to correct deficiencies.

3.8.2. If discrepancies are not corrected within 15 days after notification, the MASO will "freeze" the account.

3.8.3. The MASO will "unfreeze" the account when identified discrepancies have been corrected or may direct assets be turned in.

3.8.4. If discrepancies are not corrected within 30 days after notification, the group commander or equivalent will be notified through appropriate channels for assistance.

3.9. Anytime munitions are used for a deployment, the primary custodian is responsible for ensuring assets are properly transferred. If the TDY is for less than 30 calendar days, the account custodian will maintain accountability. Any TDY that exceeds 30 calendar days will require munitions to be turned in and shipped to the TDY location. If the duration of the TDY exceeds the original time frame and exceeds 30 days the home base MASO will make arrangements with the deployed location MASO to transfer accountability.

3.10. Munitions Inspection Element will monitor shelf and service life of munitions items. Exception: Account custodians will monitor consumption of issued Impulse Cartridges and Cartridge Actuated Device/Propellant Actuated Device (CAD/PAD)(see paragraph 8.3.). Munitions Inspection will notify custodian of any items that exceed service life or shelf life and coordinate turn in of assets. The custodian will coordinate with Munitions Operations for replacement items as required.

#### **4. Munitions Forecasting and Obtaining Out-of-Cycle Authorizations for Custody Account Munitions.**

4.1. Munitions forecasting will be accomplished IAW AFI 21-201, Chapter 13, AFI 36-2217, *Munitions Requirements for Aircrew Training*, AFCAT 21-209, *Ground Munitions* and any additional directives distributed by MAJCOM annually.

4.2. Out-of-cycle requests (OOCR) are processed according to AFI 21-201 in conjunction with HQ AFSPC guidance. An OOCR may not be submitted until the third quarter of the Fiscal Year (1 April) or until at least 50 percent of the allocation has been expended. Requesting organizations will coordinate out-of-cycle requests with the MASO. The request will include category code, NSN, quantity, justification, authorizing directive and reason for not submitting a forecast. The organizational commander must sign the request. The MASO will examine on-hand balances and allocations to determine if the request can be satisfied locally. Local allocation transfers will be coordinated with applicable MAJCOM Munitions User Functional Manager (MUFM).

4.2.1. If the wing allocation is insufficient, the MASO must annotate on-hand balances on the request, endorse the request and return it to the requester. The approval level for an out-of-cycle request is the requesting unit's group commander. The requester will forward the request to their MAJCOM MUFM.

4.2.2. Munitions Operations will notify units of approval of out-of-cycle allocations. Upon receipt of approved allocations, coordination between munitions users and Munitions Operations is required to receive authorized munitions.

## **5. Procedures for Custody and Consumption Requests for Munitions.**

5.1. Consumption issues are defined as a munitions issue that must be consumed on the day of the issue, or within a 15-day period from date of issue if adequate storage capabilities exist within the receiving unit. Custody issues are defined as an issue of munitions to an organization's custody account for use at a later time. Munitions items will not be issued until all documentation has been properly processed.

5.2. Telephone, intercom, and radio requests are not approved methods for ordering munitions stock managed items. Requests will be submitted on an AF Form 2005, **Issue/Turn-in Request**, properly certified with two copies, and prepared in accordance with instructions in supplemental customer's guide. Issue request will be made with the Master National Stock Number. Hand carry documents to Munitions Operations. BITS and mail will not be used. Illegible, incomplete, or improperly prepared documents will be returned to the requester. Munitions personnel will not change or correct omissions on documents. The originator will re-accomplish documents or make corrections using a single non-obliterating line. The certifying official must initial changes to issues and expenditures. All requests will be reviewed by the MASO or designated representative and approved prior to processing by Munitions Operations. Pick-up appointment for routine requests must be coordinated with Munitions Inspection no later than 10 days prior to need date. Appointment will be documented on AF Form 2005 prior to turning document over to Munitions Operations.

5.2.1. Munitions will be issued in quantity unit pack (QUP) or lite box configuration when possible, not to exceed allocation, to limit creation of non-standard packaging.

5.2.2. Munitions Inspection will perform pre-issue inspection on the munitions and notify the requester when they are ready for pick-up. Requesting activities will pick up and sign for munitions at the Munitions Inspection Element.

5.2.3. Personnel authorized to receive munitions must be identified in Section III of the AF Form 68. Individuals receiving property will check the National Stock Number (NSN), lot number, condition code and quantity before signing the issue document.

5.2.4. Munitions not picked up on the date requested will be returned to base stock. If the munitions are no longer needed by the organization, the custodian must annotate "organizational refusal" beneath the signature block on the issue document and sign. The custodian must then complete turn-in paperwork.

5.3. Emergency issues. An emergency issue is an unforeseen action that would prevent a unit from performing its mission and where the munitions item is to be installed or consumed within 12 hours of issue. Emergency issue requests will be accompanied by a letter signed by the requester's group commander or designated representative stating the nature of the emergency and reason why the request could not be handled through routine scheduling. Emergency requests will be approved by the MASO.

5.4. If assets are taken outside the MSA and returned, they must first be brought back through the Munitions Inspection Element for inspection of proper packing, markings, etc., before being returned to courtesy storage. If any discrepancies are found, it is the responsibility of the custodian to make the necessary corrections at that time.

5.4.1. When transporting munitions on/off base, activities must comply with the requirements of AFMAN 91-201, *Explosive Safety Standards*, and AFI 31-209, *The Air Force Resource Protection Program*. Trained personnel, in properly configured government vehicles (GOV) will transport explosives in accordance with (IAW) applicable Department of Transportation (DOT) and AF Instructions. Explosives will not be transported in privately owned vehicles. Vehicles will have the appropriate DOT class 1.1, 1.2, or 1.3 placard.

5.4.2. No person will ride on or in the cargo compartment of a motor vehicle transporting explosives nor will explosives be transported in the passenger compartment of a vehicle. Exceptions contained in AFMAN 91-201 will be strictly followed.

5.4.3. Each explosive laden vehicle will be equipped with at least two portable 2A:10BC rated fire extinguishers.

5.4.4. Explosives will be secured in the vehicle using blocking, bracing, or tie down methods to ensure safe transport.

5.4.5. Smoking is not permitted on, in, or within 50 feet of vehicles containing explosives.

5.4.6. Vehicles will use established explosive routes identified by Wing Weapons Safety.

## 6. Turn-In Procedures.

6.1. Purpose. Turn-ins as discussed in this chapter refers to returning assets to CAS-B stockpile balances.

6.2. Procedures. Requests for turn-in of munitions will be accomplished by submitting an AF Form 2005 to Munitions Operations in two copies. Illegible, incomplete or improperly prepared documents will be returned to the requester. Munitions personnel will not change or correct omissions on documents. The originator will reaccomplish documents or make corrections using a single non-obliterating line. The person turning in the munitions must initial changes to turn-ins.



6.3. After coordination with Munitions Operations, contact Munitions Inspection (extension 6-4199/4099) to establish a turn-in date and time. Organizations will deliver assets to Munitions Inspection on the date and time scheduled. Ensure transportation procedures, as outlined in paragraph 5.4., are followed.

6.4. Custody Turn-in.

6.4.1. The custodian will return assets in the original container and packaging. Items will be segregated and packaged by type and identified by lot number.

6.5. Due-in From Maintenance (DIFM) turn-in

6.5.1. Inspection personnel will perform a physical count of all items, except those in factory-sealed packaging. The turn-in documents will reflect exact quantity, NSN, and lot number of the items being turned-in. The in-checker will sign block "A" of the AF Form 2005 and return the second copy to the custodian as release of accountability.

6.6. Found on Base (FOB) Turn-in

6.6.1. Ammunition or explosive items FOB and determined safe by proper authority e.g., Explosive Ordnance Disposal (EOD) or a qualified munitions inspector, must be immediately turned-in using IS542A, *FOB Turn-in Documentation*.

6.7. Expenditure Turn-in.

6.7.1. Use this for turn-in of assets issued to consumption accounts but not consumed or installed within 15 days. This process will not be used for assets erroneously expended from custody accounts.

## 7. Expenditures.

7.1. Expenditures will be submitted on AF Form 2005, properly certified in two copies, and prepared in accordance with instruction in supplemental customers guide. Hand carry documents to Munitions Operations. BITS and mail will not be used. Illegible, incomplete or improperly prepared documents will be returned to the requester. Munitions personnel will not change or correct omissions on documents. The originator will reaccomplish documents or make corrections using a single non-obliterating line. The certifying official must initial changes to expenditures. No changes to the quantity will be made. If the quantity is incorrect, a new AF Form 2005 must be accomplished by the custodian. All expenditures will be reviewed by the MASO or designated representative and approved prior to processing by Munitions Operations. Expenditures will be submitted to Munitions Operations within five duty days after the date of expenditure.

7.2. Expenditures will be tracked and verified by account custodian and Munitions Operations. Custodians will verify information on AF Form 2005 using the Custody Account Listing. Custodian will obtain tracking number from expenditure log in jacket file. Tracking numbers start at the beginning of the fiscal year with 001 and run sequentially until the end of that fiscal year (001, 002, 003 etc.).

**8. Time-Change/Impulse Cartridge Procedures.** Non-automated units are responsible to initiate the AFTO Form 223 Time Change Requirement Forecast. T.O. 00-20-9, *Forecasting Replacement for Selected Calendar and Hourly Time Change Items, Chapter 4*, provides specific guidance. Forward one copy to the MASO and OO-ALC/WMJ, 6033 Elm Lane, Hill AFB, UT 84056-5819. Send a courtesy copy to the applicable MAJCOM Functional Manager.

8.1. MASO or designated representative will review and submit time change requirements quarterly IAW AFI 21-201, Chapter 31.

8.2. CAD/PAD stock levels are limited to one per type item per aircraft. If additional levels are required, justify on an AF Form 1996, **Adjusted Stock Level**.

8.3. Impulse Cartridges/CAD/PAD munitions are issued as consumption items. Once they are issued they are no longer listed on munitions accountable records. Custodians will monitor the shelf/service life of these assets to ensure they are forecast and replaced before expiration date. Shelf/Service life expiration dates will be obtained from Munitions Inspection when items are issued.

## **9. Control and Disposition of Munitions Scrap and Residue:**

9.1. Munitions Inspection will inspect, certify and manage all expended brass, munitions residue and empty containers returned IAW T.O. 11A-1-10, *Air Force Munitions Surveillance Program And Serviceability Procedures*; T.O. 11A-1-60, *Inspection Of Reusable Munitions Containers And Scrap Material Generated From Items Exposed To, Or Containing Explosives* and FOI 21-2013, *Empty Munitions Containers, Residue, Packing Material and Special Packing Instruction Management*

## **10. Suspended or Restricted Munitions.**

10.1. Munitions Inspection personnel will review safety supplements to T.O. 11A-1-1, *Conventional Ammunition, Restricted or Suspended* immediately upon receipt. They will determine if units supported by FV4610 using CAS-B program IS508A are using suspended or restricted assets. Inspection will deliver a copy of the suspension or restriction to Munitions Operations.

10.2. Munitions Operations will contact, as applicable, present users of suspended or restricted assets to ensure those items are immediately turned-in. This notification will be made by the quickest possible method. In addition, Munitions Operations will send a memorandum to each affected unit formally notifying them of the suspension or restriction.

## **11. Storage, Security and Handling Procedures.**

11.1. The using unit is responsible for providing adequate storage and security for munitions in their control. Explosive storage, safety and security criteria are defined in AFI 31-209, *The Air Force Resource Protection Program*, T.O. 11A-1-46, *Fire Fighting Guidance, Transportation and Storage Management Data* and AFMAN 91-201. Additional safety and handling procedures are contained in the item T.O. Courtesy storage within the munitions storage area (MSA) is not automatic and is based on availability of storage space.

11.2. Munitions Inspection Element is responsible for implementing and managing the munitions courtesy storage program and will assist using organizations in obtaining storage within the MSA if the using unit does not have adequate storage facilities.

11.3. The using unit will provide technical data on non-US Air Force assets, prior to storage. Non-DOD owned munitions will not be courtesy stored without proper DOD memorandum of agreements. Munitions Inspection will provide the requesting unit an example Courtesy Storage Agreement. Units must provide a listing of assets requiring courtesy storage (a CAS-B IS507A run or itemized spread sheet) to be maintained with the agreement.

11.4. The Courtesy Storage Agreement will detail requirements for courtesy storage of munitions and will be signed by the requester and the Munitions Flight Commander/Superintendent.

11.4.1. The agreement will be kept on file for one year. It will be renewed or re-negotiated annually during the month of August.

11.4.2. The requester will provide a current AF Form 68 or a letter signed by their commander listing personnel authorized to have access to the courtesy stored munitions from their unit.

11.5. When stored in the MSA, accountability, reporting, care and preservation of courtesy stored assets remain the sole responsibility of the using unit.

11.6. The account custodian must contact Munitions Inspection to arrange removal of courtesy stored munitions.

11.7. Munitions stored within the MSA are secured in approved storage structures. The use of Intrusion Detection Systems (IDS) will be used when required. Only personnel authorized in writing may sign for keys to storage structures.

## **12. Theft, Suspected Theft, Loss of Munitions and Relief of Accountability.**

12.1. Immediately notify the MASO and appropriate authorities whenever theft, suspected theft, loss or deliberate destruction of munitions item (other than fair wear and tear, authorized expenditure, installation or disposal) occurs or is suspected to have occurred. This policy applies to all ammunition or explosive items whether in transit, in storage or issued to an organization for custody or consumption use.

12.2. The MASO will notify the appropriate commander of the options available to obtain relief from accountability. Reference AFI 21-201 AFSPCSUP1, para. 21.6.

## **13. Procuring Commercial Off the Shelf (COTS) Munitions.**

13.1. Before units procure COTS Munitions, (formerly known as local purchase munitions) they must contact Munitions Operations to obtain proper procurement procedures.

## **14. After Hours Support.**

14.1. Units and organizations requiring support after normal duty hours will contact the Missile Maintenance Operations Center (MMOC) at extension 6-9601. The MMOC will contact munitions personnel.

## **15. Closing a Munitions Account.**

15.1. Prior to closing a munitions account, the following actions are required:

15.1.1. The organizational commander will close the account in writing. The request will contain as a minimum the organizational account code and the date established with Munitions Inspection to turn-in all items on this custody account.

15.1.2. When all items are turned in and processed in CAS-B, the account will be closed. Until this action is accomplished the primary custodian and commander are still responsible for the maintenance of this account.

## 16. Local Post-Post Manual Accounting Procedures.

16.1. In the event all computerized systems, CAS-B, are inoperable the following procedures apply.

16.1.1. A document control “in box” will be established in the Munitions Operations Element when post-post is directed by the MASO.

16.1.2. The following procedures will be used to manually control Issues, Shipments and Expenditures.

16.1.2.1. Issues will be processed using the DD Form 1150 **Request for Issue or Turn-In** – 3 copies.

16.1.2.2. Shipments will be processed using the DD Form 1348-1A **Issue Release/Receipt Document** – 6 copies.

16.1.2.3. Expenditures will be logged and total subtracted in appropriate custody jacket file and processed after normal operations resume.

16.1.2.4. Check current Asset Balance/Periodic Inspection Report IS573A and select lot number, location, condition code and quantity to be issued or shipped.

16.1.2.5. Assign local document number and log transaction in the post-post log.

16.1.2.6. Reduce the quantity on the IS573A in pencil and date transaction.

16.1.2.7. For Issues, attach original copy of AF Form 2005 to copy 1 of the issue document and stamp “Document Control.”

16.1.2.8. For shipments, copy 1 will be stamped “Document Control.”

16.1.2.9. Annotate transaction in document control log and hand copies 1 & 2 (issues) and copies 1-5 (shipments) to Conventional Munitions - copy 3 (issues) and copy 6 (shipments) will be suspense copy.

16.1.2.10. When signed original documents are returned, annotate return date in document control log and hold until normal operations resume.

16.1.3. The following procedures will be used to manually control Receipts and Turn-Ins.

16.1.3.1. Munitions Inspection Element will notify Munitions Operations when assets are received or turned in.

16.1.3.2. The national stock number, lot number, document number, condition code, date of manufacture, building and location will be added to the Asset Balance Report IS501A in pencil and date transaction.

16.1.3.3. Any Mission Capable (MICAP) receipts will be turned over immediately for issue.

16.1.3.4. Munitions Inspection Element will hold all receipts and turn-ins until normal operations resume.

16.1.4. The recovery team will consist of Munitions Operations personnel unless the MASO directs a special inventory. Local inventory procedures will be followed and teams will consist of Inspection and Operations personnel.

16.1.5. Systematic recovery of information in the CAS-B system will include the following:

16.1.5.1. Process all credit documents first – Receipts and Turn-Ins.

16.1.5.2. Process all debit documents last – Issues, Shipments and Expenditures.

16.1.5.3. File all CAS-B generated documents together with the corresponding post-post documents – update post-post log with CAS-B C/W date.

**17. Records Management.**

17.1. Munitions Operations will maintain all auditable documentation IAW 21-201, Chapter 16.

17.1.1. Munitions Operations will maintain all original documents in the “Document Control” file. Custodians will be sent “copies” of all transactions for filing in their custody jacket file.

17.2. Maintain and dispose of records according to AFI 37-138, *Records Disposition, Procedures and Responsibilities* and AFMAN 37-139, *Records Disposition Schedule*.

WAYNE E. LOUIS, COLONEL, USAF  
VICE COMMANDER

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFCAT 21-209, *Ground Munitions*

AFI 10-403, *Deployment Planning and Execution*

AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*

AFI 23-111, *Management of Government Property in Possession of the Air Force*

AFMAN 23-220, *Reports of Survey for Air Force Property*

AFI 31-209, *The Air Force Resource Protection Program*

AFI 36-2217, *Munitions Requirements for Aircrew Training*

AFMAN 91-201, *Explosive Safety Standards*

FOI 21-2013, *Empty Munitions Containers, Residue, Packing Material and Special Packing Instruction Management*

T.O. 00-20-9, *Forecasting Replacement for Selected Calendar and Hourly Time Change Items*

T.O. 11A-1-1, *Conventional Ammunition, Restricted or Suspended*

T.O. 11A-1-10, *Air Force Munitions Surveillance Program and Serviceability Procedures*

T.O. 11A-1-46, *Fire Fighting Guidance, Transportation and Storage Management Data*

T.O. 11A-1-60, *General Inspection of Reusable Munitions Containers and Scrap Material Generated From Items Exposed to or Containing Explosives*

***Terms***

**Accountability**—The obligation imposed on a person by law, lawful order, or regulation for keeping accurate, auditable records of property. The person having this obligation may or may not have actual possession of the property. Accountability is concerned primarily with records, while responsibility is concerned with custody, care, and safekeeping. Accountability for munitions begins with issue and continues until the item is expended, or relief from property responsibility is approved.

**Allocation**—The quantity of munitions approved by MAJCOM and Air Logistic Center (ALC) for use by the forecasting organization. The allocation is a fiscal year requirement and may be more or less than the forecasted or authorized quantity.

**Ammunition**—A complete device charged with explosives, propellant, pyrotechnics, initiating composition, or nuclear, biological, or chemical material for use in military operations, including demolition.

**Audit Trail**—A distinct, documented chain of events that shows all actions affecting accountability from time of issue to expenditure of munitions.

**Commander**—For the purpose of this instruction, references to the commander indicate the using organization commander.

**Commercial Off the Shelf (COTS) Munitions**—Locally purchased commercial explosives or munitions.

**Condition Code**—Assets are assigned a specific condition code by certified munitions inspectors according to specific item technical orders and T. O. 11A-1-10, *General Instructions Munitions Serviceability Procedures*.

**Consumption Issue**—An issue to an organization which must be consumed on the day of issue, or within a 15 day period from date of issue if adequate storage capabilities exist within the receiving unit. Appropriate turn-in must be accomplished if munitions are not consumed or installed within 15 days of date and time of issue. Bench stock type issues may be retained for more than 15 days.

**Courtesy Storage**—Ammunition or explosives belonging to an organization and stored in the munitions storage area. Such storage must be in the best interest of the organization and the Air Force and is required for customers not having a licensed storage facility. Courtesy storage is approved on a case by case basis and is dependent on available storage space. The owning organization remains accountable and responsible for these assets.

**Custodian**—The individual designated in writing by the commander to manage munitions for the organization. The custodian is responsible for properly accounting for munitions in accordance with this instruction and other applicable directives.

**Custody Issue**—Issues of munitions to an organization's custody account for use at a later time. Munitions will remain on accountable records until expended, turned in, or the Munitions Accountable Systems Officer (MASO) is notified in writing of a lost item and appropriate action has been taken.

**Due-In-From-Maintenance (DIFM)**—Indicates a like item must be turned-in using the same document number assigned to the replacement item being issued. Used for CAD/PAD items.

**Expenditure Turn-in**—Turn-in of assets originally consumption issued, which were not consumed.

**Found on Base (FOB) Turn-in**—Examples of FOB turn-ins are: Items found outside the munitions storage area or licensed storage facility, items removed from an amnesty box, items removed from, or left by transient aircraft, containers, or confiscated munitions.

**Frozen or Suspended Account**—Accounts may be frozen or suspended when the MASO perceives the account is not being properly maintained or required documentation is not filed. The primary criteria are failure to comply with regulations or breach of accountability. Accounts are temporarily frozen while the account is being inventoried.

**Lot Number**—Alphanumeric series of characters assigned to each munitions lot at the time of manufacture, assembly, or modification.

**Major Category Code**—Code assigned during allocation process that identifies the intended method of use for each item; i.e. category D assets are intended for consumable training use.

**Munitions Accountable Systems Officer (MASO)**—The individual, military or civilian, assigned the responsibility to account for, manage, and report ammunition or explosive items on an Air Force munitions account.

**Munitions Flight**—The flight assigned responsibility for the maintenance, storage, inspection, and accountability of munitions in base stock.

**Munitions Operations (AFV)**—Supply designator assigned by the Air Force indicating a Munitions

Operations function operating under Combat Ammunition System-Base (CAS-B) procedures.

**Munitions Scrap and Residue**—Material remaining after munitions item has had its explosive filler removed by either normal functioning or demilitarization. Demilitarization includes detonation, burning, and removal of explosives by chemical washout or other accepted means.

**Pecuniary Liability**—Liability incurred through command, supervisory, custodial, or personal responsibility for loss, damage, or destruction of property resulting from willful misconduct, deliberate unauthorized use, or negligence. Financially responsible persons having command, supervisory, or custodial responsibility will be held liable for loss, damage, or destruction of property resulting from willful misconduct, deliberate unauthorized use, or negligence.

**Restricted or Suspended Munitions**—Items that cannot be expected to meet performance standards and are suspended or restricted from use. The MASO notifies organizations possessing these munitions and directs their turn-in to prevent mishaps.

**Reusable Container**—A container designed and designated for reuse.

**Time Compliance Technical Order (TCTO)**—An authorized directive issued to provide activity instructions for accomplishing one-time changes, modifications, inspection of munitions, or installation of new components.